

JOE SERNA, JR. FARMWORKER HOUSING GRANT PROGRAM

Department of Housing and Community Development
P.O. Box 952054
Sacramento, CA 94252-2054
Ph: (916) 324-0695

JSJFWHG USE ONLY
Application No. _____
Date Received _____
Reviewer _____

APPLICATION – SINGLE-FAMILY**I. APPLICANT/SPONSOR**

A. Name: _____ ☐ Public Entity
Address: _____ ☐ Nonprofit Corporation
_____ ☐ Cooperative
Contact Person: _____ ☐ Other:
Telephone: _____ Ext. _____ Fax Number _____
E-mail Address: _____ Federal Tax I.D. # _____
Payee (Vendor) ID#: _____ (for new vendors separate form will be

provided)

B. Legislative District of Applicant: _____ of Project: _____
Assembly District _____ Assembly District _____
Senate District _____ Senate District _____

C. Consultant (if applicable) Name: _____
Address: _____
Contact Person: _____ Telephone: _____ Ext. _____
Fax Number: _____ E-mail Address: _____

II. PROJECT/DESIGN INFORMATION

A. Development Name: _____
B. Development Address: _____
C. Activity ☐ New Construction
☐ Rehabilitation Total Units Assisted _____
☐ Mortgage Assistance Only
D. Projected Total Development Cost _____

Predevelopment \$ _____

New Construction/Rehabilitation \$ _____

TOTAL AMOUNT REQUESTED: \$ _____

MATCHING SHARE: \$ _____

TOTAL DEVELOPMENT COST: \$ _____

II. PROJECT/DESIGN INFORMATION (continued)

E. Type of housing proposed:

☐ Townhouse ☐ Single Family ☐ Condominium ☐ Duplex/Triplex
☐ Manufactured Housing ☐ Other _____

E. Provide a summary of the proposed project including recent history of events in the selection of this site and describe in detail the proposed work scope. (Exhibit F)

F. How do you propose to assist agricultural households, including those of low-income and very low-income?

G. Describe Applicant's capacity to undertake this project. (Exhibits A, B, C, D, E, I & J)

II. PROJECT/DESIGN INFORMATION (continued)

H. Describe your project's feasibility and potential obstacle's to that feasibility. How will you overcome those obstacles?

I. In narrative form, describe the terms and conditions of funding, other than HCD, that is being proposed and the current status of such funding. Provide information on total development costs per unit and per square foot. Attach letters of commitment or applications for administrative funding (Exhibit H), construction/interim financing (Exhibit K), and for permanent financing (Exhibit L). **Disclose any current or anticipated pre-development loans.**

II. PROJECT/DESIGN INFORMATION (continued)

J. List any Innovative or Other Special Features and/or Amenities, including any energy-efficient design or materials, which are planned for the project.

K. List any program or financial assistance that you have received from HCD during the past five years. Include dates, amounts and a contact person for each program. Describe any unresolved issues or adverse action taken by HCD in the last five years. Briefly outline your progress on any outstanding loan or grant.

L. Describe other housing projects that you have developed in the last five years, including financing details.

III. ESTIMATED DEVELOPMENT COSTS

A. Sources and Uses – Acquisition; Predevelopment

PROPOSED SOURCES AND USES PRE-DEVELOPMENT PHASE

USES	FWHG	HCD #2	LENDER #1	LENDER #2	OWNER'S CONTRIBUTION	TOTAL
Land Acquisition						
Soils report						
Engineering						
Architecture						
Legal - Real Estate						
Accounting						
Appraisal						
Application Fees						
Permits & Other Fees						
Other						
TOTAL						

Proposed Lien Position

Proposed Lenders or Funding Sources

	FWHG	\$
	HCD #2	\$
	Lender #1	\$
	Lender #2	\$
	Lender #3	\$
	Owner's Contribution	\$

III. ESTIMATED DEVELOPMENT COSTS (continued)

B. Sources and Uses - Construction

<p>PROPOSED SOURCES AND USES CONSTRUCTION PHASE</p>

USES	FWHG	HCD #2	LENDER #1	LENDER #2	LENDER #3	OWNER'S CONTRIBUTION	TOTAL
Payoff Pre-Development							
Land Acquisition							
Permits & Other Fees							
Off-site Improvements							
Site Improvements							
Construction							
Contingency							
Engineering							
Architecture							
Legal – Real Estate							
Accounting							
Construction Interest							
Other							
Other							
TOTAL							

Proposed Lien Position

Proposed Lenders or Funding Sources

	FWHG	\$
	HCD #2	\$
	Lender #1	\$
	Lender #2	\$
	Lender #3	\$
	Owner's Contribution	\$

III. ESTIMATED DEVELOPMENT COSTS (continued)

C. Sources and Uses – Permanent Financing and Closing Fees

USES	PROPOSED SOURCES AND USES PERMANENT FINANCING AND CLOSING FEES					OWNER'S CONTRIBUTION	TOTAL
	FWHG	HCD #2	LENDER #1	LENDER #2	LENDER #3		
Pay Const/ Loan # 1							
Pay Const/ Loan # 2							
Pay Const/ Loan # 3							
Pay Const/ Loan # 4							
Pay HCD Const. Loan							
Rollover Equity							
Rollover FWHG funds							
Permanent Loan Fees							
Developer Fee							
Audit							
TOTAL							

Proposed Lien Position

Proposed Lenders or Funding Sources

JSJFWHG		\$
HCD #2		\$
Lender #1		\$
Lender #2		\$
Lender #3		\$
Owner's Contribution		\$
Grand Total Permanent Finance		\$
Less JSJFWHG Funds		\$
Equals Match		\$

Total Number of Units _____
 Total Cost per Unit \$ _____
 Total Per Square Foot \$ _____

Number of Assisted Units _____
 Average JSJFWHG cost
 per assisted unit \$ _____

C. Are you planning to implement resale or recapture restrictions?

☐ Yes (Exhibit M)

☐ No

If yes, please summarize relevant features of these covenants and indicate lien position # above.

IV. MARKET AND FAMILY AFFORDABILITY DATA

- A. Summarize the local area market data which demonstrates the need for the development of additional housing for agricultural employees and that local agricultural households are both willing and **able** to pay the proposed housing costs.

B. Proposed annual household income range to be served: \$ _____

D. County Median Income \$ _____

E. Estimated Housing Costs for assisted households:

•	Mortgages	\$ _____
•	Taxes/Insurance	\$ _____
•	Utilities	\$ _____
•	Fees (if applicable)	\$ _____
•	Maintenance and Repairs	\$ _____
	TOTAL	\$ _____

F. Estimated grant required per unit: \$ _____

Unit Size	Proposed Sales Price	Proposed 1st Mortgage	FWHG Assistance	Other Assistance
2-Bedroom				
3-Bedroom				
4-Bedroom				
5-Bedroom				

V. RELOCATION

Is the proposed site currently occupied? ☐ Yes ☐ No

If yes, answer the following:

A. What is the current plan for disposition of the structures?

____ B. Have you developed a relocation plan? ☐ Yes, Exhibit O ☐ No

VI. SITE

A. Present Owner

Name: _____ Telephone: _____

Address: _____

B. Site Control (check one)

- ☐ Site owned by Applicant (Exhibit P)
☐ Option/Purchase agreement obtained (Exhibit P)
Expiration date of agreement _____
☐ Other: _____

C. Other Lender's Approval (check one)

- ☐ Site has been approved (Exhibit Q).
☐ Site has NOT been approved. Status of approval
process:

D. Special Hazards/Utilities

1. Soils Report: ☐ Included as Exhibit R of Application
☐ Will be provided by:
Company Name: _____
By what date? _____

2. Is Development site located in a flood plain? ☐ Yes ☐ No

If yes, explain design features that will mitigate this potential hazard: _____

VI. SITE (continued)

3. Are utilities, water and sewer services now available for this site? ☐ Yes
☐ No

If not, explain how you will obtain these services: _____

E. Assessor's Block and Parcel Number: _____

F. Size: _____ acres
Density: _____ units/acre

G. Enclose site map as Exhibit S of Application.

H. Enclose current preliminary title report as Exhibit T of Application.
Date of report: _____

I. Enclose most recent appraisal or other cost data as Exhibit U of Application.
Date of report: _____

VII. LOCAL APPROVALS

- A. Zoning
Is the Development site currently zoned for the proposed use? ☐ Yes ☐ No

Current Zoning Classification: _____

- B. Subdivisions
Has the proposed project subdivision been approved? ☐ Yes ☐ No

If yes: ☐ Tentative map approval included as Exhibit V in Application.
☐ Final map approval included as Exhibit W in Application.
☐ Dept. of Real Estate Public Report included as Exhibit X in Application.

Will any part of the Development be built within a Self-Help program? ☐ Yes
☐ No

If yes, include Evidence of Waiver of Public Report as Exhibit X in Application

If no to **any of the above**, explain current project status in the approval process,
including anticipated date of approval: _____

- C. Opposition/Obstacles (Identify known opposition or obstacles to this project): _____

VIII. ANTICIPATED COMPLETION SCHEDULE

- A. Permanent financing commitments will be obtained by: _____
- B. Site option will expire on: _____
- C. Title will transfer by: _____
- D. Site development will begin by: _____
- E. Unit construction will begin by: _____
- F. Construction will be completed by: _____
- G. Full occupancy will be accomplished by: _____

APPLICATION AUTHORIZATION

A. THIS APPLICATION WAS PREPARED BY:

Name (please print)

Title

Signature

Organization

Date: _____

Phone: _____

Fax: _____

B. THIS APPLICATION SUBMITTAL IS AUTHORIZED BY:

I/We certify that the information and statements submitted in, and as attachments to, this application are true, accurate and complete to the best of my/our knowledge. I/We authorize the Department of Housing and Community Development to verify any information pertaining to this application. I/We acknowledge and understand that if facts and/or information herein is found to be misrepresented, it may constitute grounds for rejection of the application, or default of the Joe Serna, Jr. Farmworker Housing Program grant for which the application is being made.

Name (please print)

Title

Signature

Organization

Date: _____

Phone: _____

Fax: _____

APPLICATION EXHIBIT CHECK LIST
NOTE: Please separate and tab Exhibits.

EXHIBIT ITEM	NAME OF EXHIBIT	APPLICATION SECTION #	RECEIVED (FWHG use only)
A	A copy of the articles of incorporation of the corporation, or in the case of a public agency other than a city or county, its authorizing resolution.	II -G	
B	A current copy of the by-laws of the corporation, cooperative, or the governing body of the public agency.	II-G	
C	A list of the board of directors of the corporation, cooperative, or the governing body of the public agency.	II-G & H	
D	A recent financial statement of the applicant organization including a balance sheet and income statement (not required from public entities)	II-G	
E	Board resolution authorizing a grant application and contract.	II-G	
F	Schematic Plans - Include name and telephone number of architect and indicate status of design approvals.	II-E	
G G-I	Itemized Individual Unit Construction Budgets Itemized Sales Price Schedule	IV-E	
H	Letter of commitment or application for administration funding	II-J	
I	Certificate of Status*	II-G	
J	Statement of Officers*	II-G	
K	Letter of commitment or application for construction/ interim financing	II-J	
L	Letter of commitment or application for permanent financing	II-J	
M	Resale restrictions and/or equity sharing	III-D	
N	Market data	IV-A	
O	Relocation plan (if Applicable)	V-B	
P	Evidence of Site Control	VI-B	
Q	Site approval letter from lender	VI-C	
R	Soils report	VI-D	
S	Site map	VI-G	
T	Preliminary title report	VI-H	
U	Appraisal or other cost data	VI-I	
V	Tentative map approval	VII-B	
W	Final map approval	VII-B	
X	Subdivision public report	VII-B	

*May be obtained from the office of the Secretary of State.

JSJFWHG Application
(Sponsor Letterhead)
(SAMPLE) RESOLUTION NO. _____

The _____ of _____
(Board of Director/Commissioners/etc.) (Name of Agency/Corporation)

HEREBY AUTHORIZES THE SUBMITTAL OF AN APPLICATION, THE INCURRING OF AN OBLIGATION AND INDEBTEDNESS, THE EXECUTION OF CONTRACTS AND ANY AMENDMENTS THERETO, AND THE EXECUTION OF OTHER DOCUMENTS NECESSARY TO SECURE A GRANT OF FUNDS FROM THE JOE SERNA, JR. FARMWORKER HOUSING GRANT PROGRAM OF THE STATE OF CALIFORNIA.

WHEREAS, pursuant to Section 50517.5 of the California Health and Safety Code, the California Department of Housing and Community Development ("State") is authorized to make grants for the production of assisted housing for farmworkers in California; and
(insert: agency/corporation name) organized under the laws of California, is empowered and eligible to receive said grants; and

WHEREAS the (insert: Agency/Corporation name) wishes to provide assisted housing for farmworkers;

IT IS NOW RESOLVED THAT the (insert: Agency/Corporation name) authorizes (insert: name(s) of individual) to appear and submit an application to the State for the development and/or rehabilitation of housing and/or other related facilities ("Project") generally located at: (insert: address/location), which project is known as: (insert: name(s) of project)

IT IS FURTHER RESOLVED THAT upon approval of said application by the State, the Agency/Corporation authorizes (insert: name(s) of individual) to execute and sign a Standard Agreement and any amendments thereto, a Lien Agreement and any amendments or modification thereto, and any other documents or security instruments required to secure an indebtedness for the above-described project, which indebtedness shall not exceed the amount approved by the State.

PASSED AND ADOPTED THIS ____ day of _____, 20__, by the following vote:

AYES: _____ NAYS: _____ ABSTAIN: _____ ABSENT: _____

The undersigned (insert: name) Secretary of the (insert: Agency/Corporation name) does hereby attest and certify that the foregoing is a true and full copy of a resolution of the Board of Directors adopted at a duly convened meeting on the date above-mentioned, which has not been altered, amended or repealed.

Name

Title

Signature

Date